



# K A N S A S

JACK RICKERSON, DIRECTOR

DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL SERVICES

KATHLEEN SEBELIUS, GOVERNOR  
HOWARD R. FRICKE, SECRETARY

## MEMORANDUM

**TO:** Agency Human Resource Managers

**FROM:** Jack Rickerson, Director  
Division of Personnel Services

**DATE:** May 27, 2004

**SUBJECT:** Statewide Temporary Services Contract (#06916)

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The new Statewide Temporary Services contract (#06916) replaces the current contract (#03606). The new contract is now located at the following website: <http://da.state.ks.us/purch/contracts/ContractData/06916.doc>. This two-year contract is effective April 1, 2004 through March 31, 2006 and includes job classification structures in the Administrative & Managerial, Administrative Support, Trades & Light Industrial, and Information Technology categories. Agencies may request and use job classifications not listed within the contract. A percent markup as quoted in the contract will be applied to the job classification requested.

***Please read the new contract carefully.*** The contract details specific items such as terms of confirmation of requests, how to replace an unsatisfactorily assigned individual, conversion fees, and billing. Specific job categories, job classes, and bill rates for each county are listed in the contract document. For your convenience, you may print the contract document and the selected counties that your agency will utilize.

Agencies may choose from any of the temporary service contractor(s) listed for their county based on their preference. The contractors are responsible and are encouraged to develop effective customer relationships within the scope of the contract.

If you have any questions regarding this contract, please contact Elizabeth Wong, Division of Personnel Services at (785) 296-6895, e-mail [elizabeth.wong@da.state.ks.us](mailto:elizabeth.wong@da.state.ks.us), or Connie Schuessler, Division of Purchases at (785) 296-1171, e-mail [connie.schuessler@da.state.ks.us](mailto:connie.schuessler@da.state.ks.us). Thanks.

JR:EW

cc: Carol Foreman